



S.M.A.R.T. GOAL ACTION PLANNING

USE THIS WORKSHEET TO:

- Help you write performance and development goals
- Outline priorities that put you on a path for success
- Define expectations & help to improve performance
- Generate measures of success (for yourself & for your team)

NAME _____ TITLE _____ DATE _____

S

What **SPECIFICALLY** am I aiming to achieve?

M

How will I **MEASURE** success? What will reaching my goal look like?

A

What 3 specific **ACTIONs** will you take to achieve this goal?

R

How/why is this goal **RELEVANT** to what I'd like to accomplish?

T

What is the **TARGET DATE** or **TIME** for reaching my goal? What benchmarks do I need to achieve along the way?

HOW WILL
YOUR AD/RD
SUPPORT
THIS PLAN?